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|  | **P a t h w a y s W o r l d S c h o o l**  Learn ⏺ Work ⏺ Play ⏺ Think ⏺ LIVE |

**MEETING MINUTES**

**SUBJECT/AGENDA: Check on submissions**

**DATE: 16th August, 2011 TIME: 11:30am LOCATION: Principal’s Room**

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| **ATTENDEES** | **Rima, Abhimanyu, Monica and Malini** |
| **ABSENTEES** | **None** |

**POINTS DISCUSSED:**

* ***The concept of Unit Introductory letter to start to be sent to parents as an overview of the unit.***
* ***Class Assemblies for this term to be initiated. This could be on the Units of Inquiry or any other area related to PYP***
* ***We need to make the looping back schedule with the teachers.***
* ***Teachers need to be instructed to follow a system with notebooks: writing dates, drawing margins etc are to be followed strictly.***
* ***A format to be created to be able to note own the Plus , minus and the initiatives taken by the teachers on their own.***
* ***Abhimanyu to meet Monica and Malini for the Founder’s Day plans.***

**FOLLOW UP/ ACTION (if any )**

* ***Meeting held for finalization of Founder’s Day. Jim given the cassette of ‘A Land of Cards ‘ by Tagore so that he can work on the music. Logistics such as costume and recording of music discussed. Abhimanyu to give a copy of the same to concerned teachers.***

***Minutes By- Malini Ghosh***